

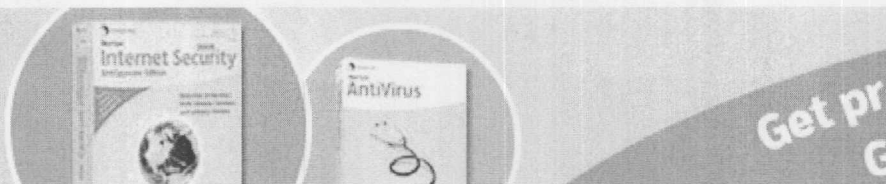


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Control a Window with the Keyboard

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By Neil J. Rubenking

Sometimes my window opens up too wide so I can't see the right-hand scroll bar or the close button in the upper right corner of the window. No matter what I try, I can't reduce the window size nor shift it to the left. What can I do?

Patricia Conway

Even when the title bar or sizing frame is off-screen and not reachable by the mouse cursor, you can still move or resize a window. You just need to know the keyboard shortcuts. In this case, you would click on the visible part of the window and press Alt-Spacebar to bring up its system menu. Then press S (for Size), press the right arrow key to select the right-hand edge of the window, and press the left arrow key repeatedly. When the window is reduced to a manageable size, press Enter.

To move a window whose title bar is not visible, click the window or its corresponding taskbar button and again press Alt-Spacebar. Even if the window is entirely off-screen, not visible at all, the system menu will appear as close to it as possible, so you can use the menu's location as a pointer to the "lost" window. This time press M (for Move), use the arrow keys to bring the window back into view, and press Enter when you have it back under control.

One warning—spyware or other malicious programs sometimes deliberately position browser windows so that the title bar is inaccessible. If you find browser windows opening unexpectedly or in odd locations, you'd do well to run a full spyware scan. You'll find reviews of antispware software at go.pcmag.com/security.

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